



CAREER ENHANCEMENT PROGRAM
BUSINESS LETTER OF INTENT TO HIRE

Prospective Employee

Last Name: First Name: MI: EmployNV SID:
Employer/business email address:
Business Legal Company Name (per UI Account)
Doing Business As (DBA) Phone # ext.
Address:
City: State: Zip Code:

Unemployment Insurance (UI) Account No. Or Federal Tax ID No
To be eligible, businesses must have an Unemployment Insurance (UI) account and be current with payments to UI Contributions.
Date of UI account verification:
EmployNV Career Hub Staff Initials*

Employee Position Information

Job Title: Est. employment start date Starting wage \$ Per
The start of this employment is contingent upon the purchase of the following items (provided the customer does not already have items):
(Attach sheet as necessary)
1. 2.
3. 4.

I-9 Documentation has been verified: YES NO

Business Certification

I certify that this is an offer of full-time (32 hours or more per week) permanent employment. The above item(s) is necessary to start this employment and are required by all newly hired employees in this position.

Authorized Name (Print or Type) Authorized Signature Date

Client Certification

I certify that I have been offered and accepted full-time, permanent employment with the business listed above. I understand the purchase(s) made by the Career Enhancement Program for my use on the job remain the property of the State of Nevada, Department of Employment, Training, and Rehabilitation until I have worked at least two weeks. If I do not start or separate employment before the two weeks, I will return the item(s) to EmployNV Career Hub Staff.

Customer Signature Date EmployNV Career Hub Staff Signature Date

An Equal Employment Opportunity Employer/Program
Auxiliary aids and services are available upon request for individuals with disabilities.
TTY (800) 326-6868 or Nevada Relay 771



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Intent to Hire Letter Instructions & Checklist

NOTE: The Career Enhancement Program (CEP) does not assist with Driver's Licenses, ID Cards, or Bus Passes.

Potential Employee:

You must meet the eligibility requirements for the Career Enhancement Program (CEP) and have the following documentation to receive funded assistance:

- ___ I am unemployed.
- ___ I have an offer for full-time, permanent employment (*Note: Minimum 32 hours per week guaranteed at the time of hire*).
- ___ I have current I-9 Documentation for identity verification (passport, driver's license, military ID, alien registration, etc.)
- ___ I have a Social Security number that can be verified.
- ___ I have a Letter of Intent to Hire (LOI) form completed by a business.
- ___ If applicable – I have a certified copy of my birth certificate to apply for a police department-issued work card. (*Note: Required only if you are 25 years old or younger and obtaining a work card from Las Vegas Metro Police Dept.*)

To Receive assistance, the potential employee must:

- ___ Present a completed Letter of Intent to Hire (LOI) with the required documentation. The LOI will be processed through EmployNV Career Hub's regular business hours.
- ___ Meet CEP eligibility requirements before purchase authorization voucher(s) will be issued.
- ___ Go to the designated provider to obtain the items listed on the Letter of Intent to Hire to begin employment.

Business:

Please ensure the following:

- ___ The Letter of Intent to Hire (LOI) is completed, and all requested information has been provided.
- ___ A projected employment start date for the potential employee has been completed. (*Note: This must be a specific date within ten (10) calendar days of the business-authorized signature date.*)
- ___ Items the employer requires for the potential employee to begin work on the projected start date are listed.
- ___ Items must be required for all employees for the specific job. (*Note: Purchase Authorization vouchers will only be issued with the completed form.*)
- ___ The Business Certification section of the Letter of Intent to Hire (LOI) is signed and dated by an authorized employer representative.
- ___ *If applicable:* the potential employee has passed the business's required drug and/or physical test(s) and background check before completing the Letter of Intent to Hire (LOI).
- ___ *If applicable per county:* A copy of a police department work card application has been given to the potential employee.

If you need additional information regarding this procedure or any other services provided by or at the EmployNV Career Hubs, please get in touch with one of the following offices:

Carson City – (775) 684-0400

1929 N. Carson Street

Elko – (775) 753-1900

172 Sixth Street

Ely – (775) 289-1616

1500 Avenue F, Ste. 1

Fallon – (775) 423-5115

121 Industrial Way

Henderson – (702) 486-0300

4500 E. Sunset Rd., Ste. 40

Lake Mead – (702) 486-0001

710 W. Lake Mead Blvd.

Las Vegas – (702) 486-0100

3405 S. Maryland Pkwy.

North Las Vegas – (702) 486-0200

2827 Las Vegas Blvd. North

OneStop Center – (702) 822-4229

6330 W. Charleston Blvd. Ste. 190

Reno – (775) 284-9600

4001 S. Virginia Street. Ste. H

Sparks – (775) 284-9520

2281 Pyramid Way

Winnemucca – (775) 623-6520

475 W. Haskell Ste. 1

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